

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Commissioner's Office

Bureau: Office of Legal Services

Date Posted: 07/07/2008

Job Category: Business and Financial Operations

**Position
Number:** 66266926

Position Title: INVESTIGATOR

Location: HELENA

Job Status: Full Time Permanent

Salary: \$32,459.00 to \$40,574.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 6

Closing Date: 07/22/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental

options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Requires travel which may occur in adverse weather conditions.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

Performs investigative work for the Business Standards Division of the Department of Labor and Industry, regarding licensing boards and programs in the Health Care Licensing Bureau and the Business and Occupational Licensing Bureau. Investigates complaints alleged violations of statutes, administrative rules, and unlicensed practice as determined by the full boards, screening panels, Board Counsel, and Department Counsel. Develops investigation plans, interviews witnesses and others. Collects and preserves evidence, reviews documents, exams facilities and equipment, evaluates and analyzes information, and prepares reports for the full board or screening panel to review. Explains investigative process to consumers and licensees when engaged in an investigation.

Provides litigation support to Department Counsel or Board Counsel with performance in investigative testimony, investigative interviews, collection of necessary documentation and evidence, and arranging for service of subpoenas.

Preliminarily evaluates when emergency disciplinary action is imperative to protect the health, welfare and safety of the public and reports immediately to the full board, Board Counsel, Department Counsel, or screening panel.

Competencies:

Must have thorough, in-depth professional knowledge of investigative theory, practice, principles and techniques. Must have the ability to acquire and retain knowledge of statutes, administrative rules, and policies governing the professional and occupational licensing boards as needed as well as the Montana Administrative Procedures Act. Must have skills in writing investigation plans and reports, analytical skills, and knowledge of civil and criminal procedures. Must be self-motivated and have the ability to conduct effective investigations with limited direct supervision and without constant monitoring.

Must have behavioral skills in Relationship Management; Customer Focus; Team Work; Flexibility; Policies, process and procedures; Commitment and Loyalty; Quality; Decision making and problem solving; Communication; Ethics; Integrity; Confidentiality; and Discretion.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The above competencies are typically acquired through a combination of education

and experience equivalent to five years. Qualifying education includes a 2-year job related college or vocational training in oral and written communications; and qualifying experience includes at least 3 years of job related experience in conducting investigations, preparing reports and recommending appropriate action. Also requires computer literacy with word processing and data base use.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
3. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
4. Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

***If Reasonable Accommodations are required, please notify Office of Human Resources (or Human Resource Officer) (406) 444-3710/4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Provide a writing sample that demonstrates your experience and skills in compiling and organizing detailed information into an investigative report or other appropriate document.